



Cathedral of St. John the Divine 1047 Amsterdam Avenue 10025 (212) 316-7530

www.actprograms.org

Application for Financial Aid:

Financial aid is granted to families according to criteria established by the Executive Director in conjunction with the A.C.T. Committee and the funding source. Families earning up to \$60,000 are eligible for consideration for financial aid; this income restriction may be modified based on the family size. Preference is given to families previously enrolled in A.C.T. and/or given financial aid, families living and/or working in the neighborhood, single parent families, low income families, and Cathedral School families. All awards are partial. Applications are kept confidential.

Name of parent _____ New _____ Renewal _____

Application for: Summer Camp _____ ASP _____ Preschool _____

To be considered, this application must be filled out completely with all questions answered, and the following documentation must be attached:

- _____ copy of 1040/1040A tax form _____
- _____ copy of W-2 form _____
- _____ paycheck stub _____
- _____ rent bill or receipt _____
- _____ verification of expenses _____
(tuition, medical, indebtedness, etc.)
- _____ program registration form _____
- _____ registration fee(s) _____

In certain cases, other proof of income will be accepted and/or required; referrals from social agencies must be in writing.

Please return all materials to:

Financial Aid Committee
ACT Programs
1047 Amsterdam Avenue
New York, NY 10025

Office Use Only:

Date received: _____ Date deemed complete: _____

_____ Cost of Program _____ Financial Aid Award

ALL ABOUT THE FINANCIAL AID PROCESS

FORMS, FEES, REFUNDS

1. Financial aid application forms are supplied by the A.C.T. office on request, or they can be downloaded from the ACT website: <http://www.stjohndivine.org/act/pdf/finaid.pdf>

2. Applicants must complete both the financial aid application form and a registration form and submit them together with 50% of the registration fee listed on the registration form. Other discounts or fee reduction do not apply to financial aid candidates.

- Registration fees are refundable in full **only if** financial aid is not offered in the amount of the request. When an award is offered, the family has the option of accepting the award or receiving a full refund. Once a decision is made and finalized, any changes in the registration can result in the forfeiture of the registration fees.

- Families that are not granted an award have the option to pay full rate for the program or receive a full refund. After they are notified, space will be held for three business days. If the registration is confirmed, the balance of tuition and any registration fees must be paid by the due date indicated on the registration form.

WHAT HAPPENS NEXT

3. When both the application for financial aid and the registration form are received and are deemed to be complete, including appropriate deposits and documentation (proof of income, current, and relevant expenses), the family name is added to the list of financial aid applicants to be reviewed. It is the applicant's responsibility to contact the A.C.T. office to verify that the application has been received and deemed complete.

- For families applying for Summer Camp financial aid before April 15th, ACT will provisionally accept the prior year's 1040 if submitted with the current year's W2s. Financial aid awards are confirmed upon receipt of the current year's 1040 by the week of April 15th.

4. Complete applications are forwarded to the Financial Aid Committee, which reviews applications at the end of each month until funds are expended. The Committee may request additional information or clarification before making a final decision. These requests are presented to the family by a member of the ACT staff.

DECISIONS AND DEADLINES

5. Families are notified by mail, by phone, or in person of the Committee's final decision. Families must accept or decline the financial aid grant within 3 business days of verbal notification. Upon verbal acceptance of the award, a letter of understanding is forwarded in duplicate to the head of the household for signature. One copy is returned to the ACT office, as specified in each letter of understanding, where it is kept on file for two years. A payment plan is stipulated in the letter of understanding.

6. Families that do not verbally accept or decline the financial aid award within 3 business days and/or return the letter of understanding by the due date will forfeit the award, as well as any deposits and also space in the program.

1. Name of child(ren) _____

2. Home address _____ Apt. # _____
City/borough _____ Zip code _____
Home telephone _____

3. Dependent children – list all, including applicant(s)

<i>name</i>	<i>birthdate</i>	<i>school</i>	<i>tuition paid by family</i>	<i>aid received by family</i>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. Other dependents, if any _____

5. Adults living at the home address: give name and relationship to child(ren)

a. _____

b. _____

c. _____

6. Parent living elsewhere: give name, relationship to child(ren), address, telephone

7. Employer, business address & telephone of adults listed in 5) and 6) above:

5a) _____

5b) _____

5c) _____

6) _____

8. Income of adults listed in 5) and 6) above – give amounts before deductions.

5a) Earned income _____ + add'tl annual income _____

5b) Earned income _____ + add'tl annual income _____

5c) Earned income _____ + add'tl annual income _____

6) Earned income _____ + add'tl annual income _____

Non-taxable income (stipends, SS benefits, etc.) _____

9. Are there any other funds that might be used (gifts, aid from relatives, friends, social service agencies, unions, or any other organizations)? Give details:

10. Expenses – Rent _____ Car(s) _____
Property other than principal residence, indebtedness, any other commitments which should be considered in order to obtain a fair estimate of your financial situation:

11. In what ways might a financial aid award benefit your family over and above relieving financial pressures and providing a good experience for your child(ren)?

12. In view of your financial circumstance, what DOLLAR amount of financial aid do you need in order for your child(ren) to attend ACT? Please do not state request as a percent. (If you are requesting aid for the summer program, please state explicitly the dollar amount needed for the camp itself and/or for pre/post camp care.)

13. Other Comments

Signature _____ Date _____